

OPTIONAL FORM NO. 10  
5010-104  
UNITED STATES GOVERNMENT

# Memorandum

TO : Registrar/TR

DATE: 1 October 1965

FROM : Chief, External Training Branch, RS/TR

25 YEAR RE-REVIEW

SUBJECT: Report on Summer Project

REF : Memo to PO/TR, fm C/ETB, dtd 18 Feb 65, subj.,  
Request for Summer Employees

1. The summer employees assigned to the External Training Branch reviewed, consolidated and destroyed individual external trainee files. This included 15 feet of records returned from the Records Center, 22 feet stored in our vault and 18 feet in our active files. Our goal was to: (a) eliminate duplicate files; (b) record "cumulative credit hour" students into the training agreement system; (c) extract transcript of grades, training requests and certificates of completion; (d) forward to appropriate repositories remaining materials of continuing value; (e) destroy correspondence and financial papers and all folders not in active files; (f) arrange the remaining vital statistics in the most advantageous form to serve OCS, OS, CCS, OP, OF and Audit Staff; (g) verify training records.

2. The following sub-paragraphs relate to the above items and give a status report:

a. Completed.

b. Completed - 135 names were incorporated in the training agreement system. These employees will not be requested to sign a training agreement until they again request sponsored training.

c. Completed.

d. Not begun.

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

**SECRET**

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- e. Completed - elimination of 27 feet of files.
- f. Completed.
- g. 62.5% completed.

3. The bulk of the time was spent verifying the training using the training request as the starting point. Verification consisted of travel vouchers, transcript of grades, or certificates of completion. The training requests fell into the following five categories:

Cat. I: Confirmed Training - 90 inches

Example: An employee enrolled at George Washington University; the transcript of grades was attached to the training request.

Cat. II: Started training but no additional information - 18 inches

Example: An employee enrolled in an academic course; the file included a reimbursement voucher for payment to the school. This was recorded on the reverse side of the training request.

Cat. III: Corrections for the training record - 18 inches

Example: An employee attended a weapons program; the file included the travel voucher but reflecting different dates from the training request. Travel voucher numbers and dates of travel recorded on reverse side of training request. In earlier times training requests were not always required, i.e., Wisconsin Management Program, Senior Officer Schools. Often the only clue to the training was a certificate of completion. These documents were cataloged in lieu of a training request. At a later date they will be given a training request number.

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SUBJECT: Report on Summer Project

Cat. IV: Training request but no further information - 24 inches

Example: Here also were found travel vouchers to schools where no further information was available. These also will be given numbers.

Cat. V: Training canceled - 8 inches

4. The more selective system for summer employment was apparent from the first day. Their performance was superb. Although the elimination of files and the remaining arrangement of materials has already eased our working situation, of more significance, we are well on our way to be ready with the rearrangements of the training requests in the five categories to the new integrated coding system.



25X1

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